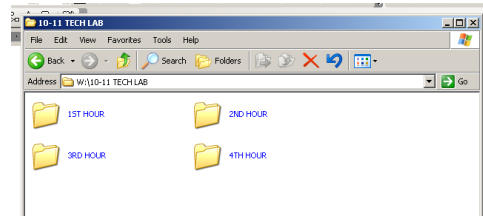


Directions for Copying a File to a Folder

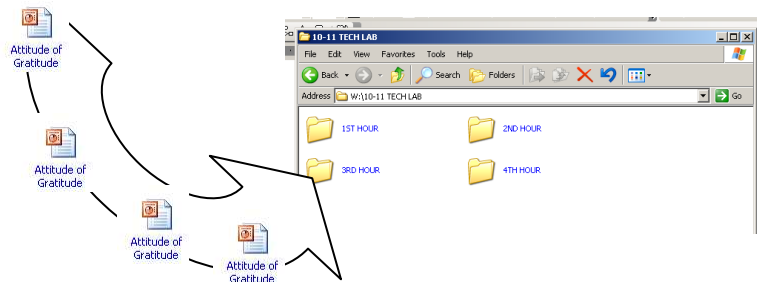
1. Open **My Computer**> stutchshare on 'shps (shpsds02)'> 10-11 TECH LAB > Your Hour Folder



2. Then Open **My Computer**> Z: Drive> Get your PowerPoint
a. Rename it your first name& last initial... for example bobh



3. Click and Drag your **PowerPoint** into the window for **Your Hour** and drop it



4. Your computer will now copy that PowerPoint into the folder